



DANIEL RIVERA  
MAYOR

FRANK BONET  
PERSONNEL DIRECTOR

*City of Lawrence*  
*Personnel Department*  
*City Hall Room 303*  
*200 Common Street*  
*Lawrence, Massachusetts 01840*

TEL: (978) 620-3063  
FAX: (978) 722-9130  
www.cityoflawrence.com

**EMPLOYEE JOB POSTING**

**Title:** Principal Account Clerk  
**Department:** Tax Collector's Office  
**Pay Grade:** Grade 12, \$39,535.10 - \$44,010.30 (to be paid in bi-weekly installments)  
**Union:** Fireman & Oiler Chapter 3 of Local 615 SEIU (LACE)

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**Duties:** Under supervision of the Collector, perform a variety of bookkeeping and clerical duties in support of the collection function in the office. Process requests; record and type municipal lien certificates for real estate transactions; research property tax records and validate that taxes and utility assessments are current for the past three years; forward certificates to lawyers or other requesting parties within allotted time schedule. Assist in balancing records and cash receipt books; enter payment information into computer or ledgers as needed. Answer public and telephone inquiries providing accurate and helpful information to taxpayers; type correspondence and reports as directed; file tax information. Perform other related duties as assigned.

**Qualification:** High school diploma with business background in accounting. Minimum 5 years' experience in bookkeeping operations, including knowledge of city accounting systems, revenue and expenditure classifications. Computer skills a must and should include Office and Windows, MUNIS a plus. Bilingual English/Spanish a plus.

**Appointing Authority:** \_\_\_\_\_

**Daniel Rivera, Mayor**

**Posting Date:** November 28, 2016

**Deadline:** Until Filled

**APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE**

*Application and Full Job Description Available in the City Personnel Department*

*The City of Lawrence is an Equal Opportunity Employer*

**REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.